



CALIFORNIA LANGUAGE TEACHERS' ASSOCIATION  
*EQUITY • ADVOCACY • LEADERSHIP • SUCCESS*

*California Language Teachers' Association*  
**FULL BOARD MEETING MINUTES**  
**Saturday, April 22, 2023**  
**Via Zoom**  
**10:00 am - 2:30 pm**

**Present:**

**Liz Matchett, Executive Director**  
**Susan Watson, Past President**  
**Ali Miano, President Elect**  
**Paula Hirsch, Conference Coordinator**  
**Angela Martinez, Membership**  
**Betsy Basom, Secretary**  
**Jenee Fawson, Advertising**  
**Evelyn Bejerano, Registrar & Interim Treasurer, FLAGS rep**  
**Bhavya Singh, VOICES editor**  
**Wendy Tu, FLANC Rep**  
**Yoshiko Sait Abbott, CSU Rep**  
**Karla Perez-Mendoza, MCLASC rep**  
**Rebecca Estes, Advocacy Chair**  
**Ann Jordan, Newly elected Advocacy Chair**

<b>Item</b>	<b>Speaker</b>	<b>Action/Outcome</b>
1. Welcome  <i>5 min.</i>	Nancy Pérez	Welcome everyone!!
2. Adoption of Agenda  <i>5 min.</i>	Nancy Pérez	<ul style="list-style-type: none"><li>•Vote to approve</li><li>•Motion to approve made by Betsy Basom.</li><li>•Seconded by Yoshiko SA.<ul style="list-style-type: none"><li>● Final action on that motion<ul style="list-style-type: none"><li>○ Opposed 0</li><li>○ In favor All</li><li>○ Abstentions 0</li><li>○ Motion carried</li></ul></li></ul></li></ul>
3. Minutes from <a href="#">23/1/28</a> (File format: (yr/mo/day)) <i>10 min.</i>	Betsy Basom	<ul style="list-style-type: none"><li>● Vote to adopt as amended.</li><li>● Motion made by Yoshiko SA.</li><li>● Seconded by Evelyn B..</li></ul>

		<ul style="list-style-type: none"> <li>○ Opposed 0</li> <li>○ In favor All</li> <li>○ Abstentions 2</li> <li>○ Motion carried</li> </ul>
4. Advocacy Report <i>5 min.</i>	Rebecca Estes	Update--New Chair Ann Jordan will be taking over as Advocacy Chair Liz M. commends Rebecca E. for taking over Advocacy for the past few years. We appreciate her work!
5. CLTA Website	Liz Matchett	Update and discussion: <ul style="list-style-type: none"> <li>•When you type clta into the url, clta.net pops up first!</li> <li>•Request by Ron Bautista, CLTA web consultant, to continue work on website to try to move us up in search engines.</li> <li>•Cost is an issue- how much will ongoing maintenance cost?</li> <li>•Ali M. would like more specifics on what would be done to make us more visible.</li> <li>•Karla PM: What is required for maintenance at staying at #1 and how much will it cost.</li> </ul>
6. Conference Debrief & Future conference(s)	Paula Hirsch Evelyn Bejerano	Update, request for info for next year's conference, and possible vote.  We discuss feedback from conference: <ul style="list-style-type: none"> <li>-People requested more of a welcome, such as a plenary session, earlier in the day on Saturday.</li> </ul> <b>Pros for the later time:</b> <ul style="list-style-type: none"> <li>-Having it a little later allows people to get organized and ready! People can attend early sessions if they want to</li> </ul> <b>Cons for the later time</b> <ul style="list-style-type: none"> <li>-People aren't feeling connected right away.</li> <li>-Exhibit Hall opening and karaoke seemed disjointed.</li> </ul> <b>Monterey suggestions for welcoming:</b> <ul style="list-style-type: none"> <li>- More of an informal welcome on Friday</li> <li>-Plenary as official welcome on Saturday</li> <li>-Being intentional with our language, making sure our members know we appreciate them, board being highly visible and available</li> <li>-Paula H. suggests a special tag for board members.</li> <li>-Susan W.talks about buttons she discussed with Angela M.</li> <li>-Betsy B.suggests an FAQ pamphlet to help attendees, Evelyn says we could put in their bags.</li> <li>-Bhayva S.- suggests we have small groups for CEUs to guide attendees.</li> </ul> Paula H.: Asks Evelyn B. if we can have

presenters upload their photos so that social media has access to them. Evelyn confirms

Paula H.: Tech companies- you need to know people to get them to come to conferences.

Wendy T: Using the contact us within the tech accounts we use to solicit possible exhibitors. Ed tech directors can help.

Evelyn B.: We need teachers active in the classroom using the tech to talk to companies about exhibiting.

Bhayva S.: volunteers to help contact tech companies who could become exhibitors. Bhayva says she will create an excel sheet with contact info. We want to also find underrepresented languages.

Jenee F.: suggest a blurb we can send to tech companies as we contact them.

Paula H: Sched upgrades- having students help with content. Having board room available for people who want to learn about sched. Having an onsite space to help with sched.

Defining the issue with sched:  
 People were having trouble accessing info on sched.  
 Evelyn says she can add tutorial videos.

Ali M.-we should have someone at the registration area available to help with tech stuff.

Bhayva S.: suggests synchronous Zoom session to explain tech. Tech support group. CLTA tech support group on WhatsApp.

Liz M.: We've got a lot of great ideas- let's do this on social media too!

Paula H: Discussion re session length: 1 hour versus 50 minutes, versus 45 minutes.

Paula H.  
 Workshops on Sat and Sunday:  
 -Most agree, Sunday isn't the best day.  
 -Charging for workshops and for sessions on Saturday could be complicated.  
 -Evelyn B.: Pricing could be challenging. We need to be clear on advertising.  
 -Liz M: We would have to fold the workshop in on Saturday, participants must sign up and commit to

		<p>the 3 hours.</p> <ul style="list-style-type: none"> <li>-Paula H: Workshop presenters get paid, so there would be a cost.</li> <li>-Bhavya S suggests workshops get recorded. She suggested journalism students do the recording. Also suggested in the chat for a designated person to facilitate the virtual portion of CLTA while Paul covers the face to face CLTA.</li> <li>-Betsy B brings up a Cannery Row tour in the evening, Yoshiko SA mentions that this would be a great opportunity for teachers.</li> <li>-Paula H.: Maybe virtual workshop opportunities for Thursday and Friday in the evening would work well for those who can't get away on those days due to sub shortage.</li> </ul>
7. Hal Wingard Steering Committee	Liz Matchett	<p>Report and discussion on next steps</p> <ul style="list-style-type: none"> <li>-Liz M, Evelyn B. and Duarte Silva will have a meeting.</li> <li>-We are at about \$35,000.</li> </ul>
8. Awards report and call for Awards Chair	Liz Matchett	<p>Update</p> <ul style="list-style-type: none"> <li>-Set up fees for awards have been taken care of so it will make it easier.</li> <li>-Liz M.made a template for the awards and added a recognition of board and site directors. This will make it easier for the Awards Chair.</li> <li>-We need to set up a TOY committee: Susan W and Paula H. volunteer</li> <li>-What can we do to get a new awards chair?</li> <li>-Betsy B. volunteers to co-chair with Liz M.for the coming year. She will apply and we will send out another opportunity out in Voices in case there is additional interest.</li> <li>-Do we want to do a second LangAbroad Grant? Only one person applied- Carolyn S.</li> </ul>
9. <a href="#">Treasurer's Report</a>	Evelyn Bejarano	<p>Update</p> <ul style="list-style-type: none"> <li>-Overall, it looks good on paper.</li> <li>-we still need to pay accountant.</li> <li>-Accountant won't be paid until after taxes are filed.</li> </ul> <p>New procedures for expenditures incurred:</p> <ol style="list-style-type: none"> <li>1)Keeping info constant from one treasurer to the next and one board to the next. Receipts must be sent in within one month if using a personal card and not a CLTA card.</li> <li>2)Must fill out a requisition form to be reimbursed.</li> </ol> <p>In other news: we have 22 outstanding purchase orders, so we aren't ready to give a conference</p>

		<p>finance report.</p> <p>-Credit card fees.</p> <p>A suggestion was made to reimburse Margaret Peterson's travel expenses. Liz M. will talk to Margaret.</p> <p>-donation made in honor of Carol Sparks.</p>
10. Webinars	Liz Matchett	<p>Update</p> <p>-Webinars are winding down.</p> <p>-4th Wednesday Webinar: Book Study Group</p> <p>Pros:</p> <p>-content has been excellent</p> <p>-recordings are available</p> <p>-Paula H. has trained Vicky to facilitate</p> <p>Cons:</p> <p>-teaching profession is over webinars and zooms</p> <p>-most want to watch when they want to watch</p> <p>-communication about webinars</p> <p>What do we want to do with webinars next year?</p> <p>-Paula H: are we profiting from them?</p> <p>-Jenee F: Do we want to offer access to new members.</p> <p>-We need to make sure webinars are being promoted.</p> <p>-refreshing content in voices could help.</p> <p>-Paula H: suggests fewer, and make them free with membership.</p> <p>-Liz M. suggests a discussion group about webinars.</p>
11. <a href="#">Membership Report</a>	Angela Martinez	<p>Update</p> <p>-We currently have 646 members.</p> <p>-members Only page</p>
12. NFMLTA and CLTA DEI <i>10 minutes</i>	Ali Miano	<p>Update</p> <p>-The National Federation of Modern Language Teachers Association: Meeting at ACTFL. One recipient of a scholarship: Rachel Hernandez from SWCOLT.</p> <p>-We are putting an NFMLTA button on our front page of the website. There are grants and scholarships available.</p> <p>-CLTA DEI- We need more people! Meeting once a month for 1 hour. Putting together a mission statement. Great ideas for next conference. Interest session at conference to get people involved. 18 participants.</p>

13. Social Media	Angela Martinez	Update -Growth across ALL platforms -Lots of consistency -Betsy B. is looking for more Meet The Board post material. Tell us something fun and interesting about yourself, or show us your pets! If you haven't been featured yet, please respond! <a href="#">Fill out the form- CLICK here!</a>
14. Summer Seminar	Liz Matchett	<a href="#">Invitation to attend 23-24 in Santa Barbara</a>  Let's start PROMOTING IT!!!
15. Floor Items? 5 min.	Ali Milano/Susan Watson	
Meeting Adjourned @ 2:06pm	Ali Milano/Susan Watson	<i>Ali moved to adjourn</i> <i>Karla seconded</i> <i>Meeting adjourned! @ 2:06PM!</i>

### 2022-2023 Board Meeting Dates

Month ->	August	September	November	January	February	April	May
Exec. Board	_13_ (9-3:00)		_5_ (10-2:30)		Jan 28 (10-2:30)		_6__ (10-2:30)
Full Board		Oct 1st (10-2:30)		_7_ (10-2:30)		_22_ (10-2:30)	

Conference March 15-19 2023 @ Visalia CA

*Respectfully Submitted by*  
*Betsy Basom, CLTA Secretary*  
*April 22, 2023*